

1. Public Outreach & Evaluation						
BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
1.1	Program Development	Identify news-education/outreach resources and mediums for communicating and informing the public of stormwater program and issues.	Number of sources identified and prepared for implementation (minimum of 4)	Public Works and Community Development	PY1 5 identified	
		Identification of target audiences with most potential to address stormwater priority education issues.	Number and diversity of target audiences	Public Works and Community Development	PY2	Primary Target: Residences Secondary Target: Businesses w/ contaminants.
		Assess community and identify stormwater priority issues for public education and outreach.	Number of issues/areas and prioritization	Public Works and Community Development	PY2	Property Issues Identified: 1. Lawn fertilization. 2. Debris dumped in storm structures. 3. Illicit dumping of contaminants.
1.2	Educational Materials	Development of materials (news articles, PSAs, brochures, etc.) for public education addressing targeted areas and audiences.	Number of news articles, number of brochures published and locations distributed.	Public Works and Community Development	PY2	1. Spring 2015 Qtrly. Newsletter to all residents and businesses. 2. Note on April 2014 utility bill to all residents and businesses. 3. Information table at community 1st Friday event in September. 4. Arbor Day Celebration with stormwater message - April 2015.
1.3	Schools Education	Assist Fauquier County MS4 Program to develop stormwater/water quality education materials for student curriculum in schools located in Town.	Identify and make contact at Fauquier County and Fauquier County Public Schools.	Public Works	PY3* *Reviewing with Fauquier County for effectiveness. Action delay for new MS4 Coordinator	
			Program assistance given as needed.	Public Works	PY3-5	

1. Public Outreach and Education						
BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
1.4	Illicit Discharge Elimination Education	Educate homeowners on hazards and legal implications of illegal discharges and improper disposal of wastes.	Number of outreach/education efforts	Public Works and Community Development	PY2	Public Hearing on Illicit Discharge Ordinance - December 2014. Spring 2015 & Fall 2014 Town wide homeowner cleanup promoted to properly dispose of contaminants to Town.
		Promote the reporting of illicit discharges and questionable activities to Town staff.	Number of incidents reported	Public Works and Community Development	PY2-5	No incidents reported or suspected. 500 stormwater "No Dumping" medallions purchased.

2. Public Involvement/Participation

BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
2.1	Public Notice of Program and Modifications	Promote the availability of the MS4 Program Plan and any modifications for public review and comment.	Public Notices for Plan Modification; web	Public Works and Community Development	As needed	New MS4 Coordinator to address and promote incoming PY3.
2.2	Make Program Plan and other stormwater program information available to the public.	Post plan and annual report on web.	Within 30 days of submittal to DEQ.	Public Works and Community Development	Within 30 days of submittal of annual report. (PY1-5)	Town WEB being completely overhauled (past 8 months). Town failed to post. This report posted on October 1, 2015.
		Hold a public information session on VSMA and MS4 program.	Session held	Public Works and Community Development	PY1	
2.3	Strategy and Program plan for Public Involvement	Develop a written strategy and program plan to encourage individual and group participation.	Program document outlining target areas, and potential groups for implementation.	Public Works and Community Development	PY3	To be reworked by new MS4 Coordinator.
2.4	Participation in Program Activities	Program implementation (4 activities annually)	Number of volunteer groups and activities during year; modifications to expand plan.	Public Works and Community Development	PY2-5	Fall Cleanup October 20-24, 2015. Spring Cleanup April 13-17, 2015. Town issued a call for volunteers to install stormwater medallions. Contacted by local private school for streambed cleanup. Public Works assisted in 1500 LF of streambed.

3. Illicit Discharge Detection and Elimination						
BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
3.1	Storm Sewer Map	Develop storm sewer GIS map and corresponding database for illicit discharge tracking and recording maintenance/inspection activities.	Number of new outfalls mapped and percent progress			
		Review existing mapping (PY1&2) Complete mapping	Current with all site plans	Public Works	PY3	Existing stormwater mapping identified and staff initiated compiling on master map. 80% complete on mapping. Expect 100% storm mapping by end of PY3.
		Update and identify outfalls for database (identifier, location, acreage, receiving stream). (PY2-4)	30% Complete 60% Complete 100% Complete	Public Works Public Works Public Works	PY3 PY4 PY5	
		Identify New points of discharge and update mapping (PY5)	Number of new outfalls mapped	Public Works	PY5	
3.2	Illicit Discharge Detection & Elimination Ordinance	Amend the Town Code and Zoning Ordinance as necessary to prohibit non-stormwater discharges into the storm sewer system.	Amendment Completion and Adoption	Town Attorney, Community Development and Public Works	PY2	Amended Town Code with Illicit Discharge Ordinance in December 2014.
3.3	Illicit Discharge Detection & Elimination Procedures	Development of written policies and procedures to detect, identify, addressing and record unauthorized non-stormwater discharges. (PY3)	Number of policy documents and SOPs	Public Works and Community Development	PY3	To be developed and expanded by new MS4 Coordinator hired in September 2015.

3. Illicit Discharge Detection and Elimination

BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
		Tracking of illicit discharge detection and corrective activities.	Number of actions	Public Works and Community Development	PY2-5	No actions reported or needing corrective action or attention.
3.4	Stream Outfall Assessment	Perform active stream assessments (walks) to inspect identified outfalls, update GIS and identify potential hazards.	Length of stream walked	Public Works and Inspections	PY2-5	
		Identify priority areas for potential pollution problems and more frequent monitoring.	Number of areas identified	Public Works	PY3	Pending development of outfall mapping (Item 3.1)
		Perform dry weather screening of all outfalls and document annually. (PY3)	Number of outfalls	Public Works and Inspections	PY3-5	
3.5	Report Spills Reaching State Waters	Report Sanitary Sewer overflows and non sewer pollutant spills to DEQ regional office.	Number of instances and reports	Public Works	PY1-5	2 - Sanitary Sewer Overflows reported to DEQ - May 10, 2015 - January 27, 2015
		Initiate and expand a storm drain marking program in high potential areas. (EDUCATION)	Marking system identified Storm drains marked	Public Works Public Works	PY2 PY3-5	Staff procured 500 "No Dumping Leads to Bay" storm structure medallions. Awaiting volunteer groups to install. If no takers, staff will install.

4. Construction Site Stormwater Runoff Control

BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
4.1	Erosion and Sediment Control	Compliance with VA ESC Law and Regulation	Number of E&S plan reviews, approvals, inspections & enforcement actions.	Inspections Dept.	Continuous	8 plans reviewed, 4 plans approved, 7 inspections performed and 1 enforcement action.
4.2	VSMP Permits	Coverage under Article 5, SWM of Town Zoning Ordinance. Approved site plan serves as VSMP approval.	Number of site plans approved that are VSMP compliant.	Public Works and Community Development	Program Year (PY)1: DEQ approval of Town's VSMP program. PY2-5: Implementation	Currently there are 6 projects with VSMP permits. Only 2 were active during the report period.
4.3	ESC - VSMP Certification: ESC-VSMP plan review inspection and administration certification for Town Employees	Obtain and maintain certifications of Town agents during permit period.	Number of certifications of employees.	Public Works and Community Development	PY2: Obtain training and full certification.PY3-5: Maintain Certification.	2 employees trained during year; one has since left the town. Replacement and additional employees to be trained and certified in PY3.
4.4	Training and Reporting	Track and report the total number of land disturbing activities, acreage, inspection and actions taken.	Number of site plans, grading permits, acreage disturbed, inspections and enforcement.	Community Development and Inspections	PY1: Establish record/tracking system to comply with annual reporting. PY2-5: Continue annual	2 land disturbance actives during the period; 3.1 acres disturbed. 7 - Inspections performed.

5. Post Construction SWM in New Development and on Prior Developed Lands

BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
5.1	Stormwater Management Ordinance	Develop VSMP compliant Stormwater Management Ordinance for new development and development on prior developed lands. (PY1)	Approved Ordinance	SWM Administrator	PY1	
		Development of internal written policies and procedures addressing SWM design, construction, inspection, maintenance and enforcement. (PY3)	Number of Policy Documents and SOP's	Public Works and Community Development	PY3	Deferred to PY3 for new MS4 Coordinator
		Develop written procedures for inspection and maintenance of SWM facilities, public and private. (PY3)	Number of Policy Documents and SOP's	Public Works and Community Development	PY3	Deferred to PY3 for new MS4 Coordinator
5.2	BMP Maintenance Program	Development of an electronic BMP database for inventory and reporting, current and past 3 year structures entered. (PY3)	Database with BMP Compliance characteristics	Community Development	PY3	Electronic database still to be developed off Master Map
		Develop and maintain a master map of all structural SWM facilities. (PY2 develop; PY3-5 update)	Map Development and Map Maintenance	Public Works and Community Development	PY2 and PY 3-5	Master Map developed

5. Post Construction SWM in New Development and on Prior Developed Lands

BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
		Identify all private BMPs installed since 2005 and responsible parties for maintenance. (PY3)	# Facilities Identified	Public Works and Community Development	PY3	
		Identify private BMPs installed 2000 to 2004 and responsible parties for maintenance. (PY4)	#Facilities Identified	Public Works and Community Development	PY4	
		Identify remaining private BMPs installed prior to 2000 and responsible parties for maintenance.	# Facilities Identified	Public Works and Community Development	PY5	
5.3	Site Inspections and Enforcement	Require annual inspections and documentation for privately maintained SWM facilities. (PY3-5)	# Inspections, Re-Inspections	Inspections	PY3-5	
		Conduct site inspections (PY3-5) once/5 years.	# Inspections, Re-Inspections	Inspections	PY3-5	

6. Pollution Prevention and Good Housekeeping

BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
6.1	Protocols for Operations	Develop written Standard Operating Procedures (SOP) for daily operations for roads, parking lots, equipment maintenance, material storage and all pollution prevention activities. (PY1)	Number of SOPs Developed	Public Works and Public Utilities	PY2	Deferred to PY3 with new MS4 Coordinator hired September 2015
6.2	Spill Prevention and Control	Identify all town high-priority facilities and activities and particularly those facilities with high potential pollution discharge. PY1	Number of facilities/activities identified	Public Works, Public Utilities and Recreation	PY1 6 Identified	
		Develop Stormwater Pollution Protection Plans (SWPPP) for all high priority town facilities/sites (PY2)	Number of plans developed	Public Works and Public Utilities	PY2	
		Implement and have SWPPP on site (PY2-4)	SWPPP Plans	Public Works and Public Utilities	PY2-4	
6.3	Landscape-Nutrient Management	Identify all applicable areas 1 acre or greater requiring Nutrient/Turf Management Plans. (PY1)	Number of Areas	Public Works and Recreation	PY1 5 Identified	Reviewed areas and found only 3 areas applicable. 1) WARF, 2) FHS, 3) Highland School
		Develop and implement nutrient/turf management plans for all required town properties. (PY2-3)	Number of Plans	Public Works and Recreation	PY2-3	Nutrient Management Plan developed - WARF

6. Pollution Prevention and Good Housekeeping						
BMP	Description/Element	Measurable Goal	Metric	Agency Responsible	Timeline	Comments
		Coordinate and verify program compliance by Fauquier County Schools and Parks/Recreation for properties in town. (PY1)	Contact made with Fauquier County	Public Works	PY1	
6.4	Employee Education/Training	Development annual written training plan to address good housekeeping, pollution prevention, recognition and reporting practices. (PY1)	Plans developed	Public Works, Public Utilities and Recreation	PY3	Training has been informal during monthly employee Safety Meeting at the Shop, WTP, WWTP. Training needed to be formalized action by new MS4 Coordinator . (PY3)
		Conduct biennial training for applicable employees. (PY2-5)	Training session, substance and attendance	Public Works, Public Utilities and Recreation	PY3-5	Training to be formalized in PY3 by new MS4 Coordinator.
		Certify applicable employees in accordance with VA Pesticide Control Act. (PY1)	# Employees Certified during year	Public Works and Recreation	PY1	2 employees in training and study for certification
		Maintain certifications, minimum 2 employees. (PY2-5)	#Certifications	Public Works and Recreation	PY2-5	2 Public Works employees in training